

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI
(ACR Cell)**

F.No.1-6/2020-21/ACR/Estt.-I

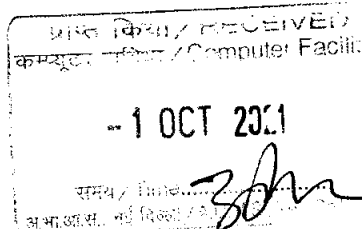
Dated: 01.10.2021

CIRCULAR

Subject: Extension of the timelines for recording of Electronic Annual Performance Assessment Report (e-APAR) of Group 'A', 'B', & 'C' officers including Faculty Members of AIIMS, New Delhi for the assessment year 2020-2021.

In continuation of the Circular even number dated 06.01.2021, 19.04.2021, 03.07.2021 & 25.09.2021, it has been decided to extend the timeline for distribution of blank e-APAR forms and completion of self-appraisal for Group 'A', 'B', & 'C' officers including Faculty Members of AIIMS, New Delhi. Accordingly, the revised time schedule for generation, recording and completion of e-APAR for the assessment year 2020-2021 for Group 'A', 'B', & 'C' officers including Faculty Members of AIIMS are as under:

S.N.	Activity	Date by which activity to be completed
1.	Distribution of blank APAR forms/ on line generation of APAR	31 st July, 2021
2.	Submission of self-appraisal to reporting officer	30 th September, 2021
3.	Forwarding of report by reporting officer to reviewing officer.	15 th October, 2021
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 th December, 2021
6.	(i) Disclosure of e-APAR to the officer reported upon where there is no accepting authority. (ii) Disclosure of e-APAR to the officer reported upon where there is accepting authority	30 th November, 2021 31 st December, 2021
7.	Receipt of representation, if any, on e-APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for e-APAR (b) Where there is accepting authority for e-APAR	31 st December, 2021 15 th January, 2022



9.	Disposal of representation by the competent authority	Within one month of date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
11.	End of entire e-APAR process, after which the e-APAR will be finally taken on record	31 st March, 2022

2. This relaxation is a **one-time** measure only for the e-APAR year 2020-2021, and is subject to the condition that no remarks shall be recorded in the e-APAR for the year 2020-2021 after 31.03.2022. Where the reporting, reviewing and the accepting authority to fail the record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.
3. It has further been decided that for the e-APAR assessment year 2020-2021, the extended timelines specified as above shall also apply to the reporting, reviewing officer and accepting authorities, who have demitted office or retired from service on or after 28.02.2021. They shall be allowed to record their remarks till the respective extended cut-off dates.



(KUSHAL KUMAR)
ADMINISTRATIVE OFFICER

Distribution:

1. The PPS to Director/ Deputy Director (Admn.)/ Deputy Secretary
2. The Dean (Academic)/Dean (Research)/Dean (Examination)/Sub- Dean
3. All the Chief of the Centre's, AIIMS
4. The Prof.-in-charge, Computer Facility, AIIMS
5. All the Medical Superintendent/Addl. Medical Superintendent
6. All the Head of the Departments/ Sections/ Units, AIIMS
7. The Senior Financial Advisor/ Financial Advisor, AIIMS
8. The Superintendent Engineer, ESD, AIIMS
9. The Chief Administrative Officer / Sr. Administrative Officer/Administrative Officer
10. The Chief Nursing Officer/ All DNS/ All ANS
11. All Notice Boards
12. Sh. Pawan Kumar, Sr. Programmer, Computer Facility, AIIMS
13. The Computer Facility, AIIMS: **with request to upload the same AIIMS portal.**
14. The Hindi Section : **Kindly convert it in the Hindi language and return back to the ACR Cell for circulation**
15. Officer Association / AIIMS Nursing Union / Karmachari Union

Please upload it
Sh. Sanjeev K. SB
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